

DD/A Registry
File *Personnel*

DD/A 77-2773

18 MAY 1977

MEMORANDUM FOR: Director of Personnel

FROM : John F. Blake
Deputy Director for Administration

SUBJECT : Information on Key Assignments

REFERENCE : Memo frm D/Pers to DD/A, dtd 18 Apr 77,
Same Subj

The following is in response to your request for additional information on Level A Key Assignments. It is keyed to paragraph three of the reference.

1. Director of Data Processing

a. It is anticipated that this position could become vacant in June 1980.

b. The Director of Data Processing is responsible for operating a computer services organization to satisfy ADP requirements which are handled centrally or as services of common concern. In accomplishing this mission, the following are specific responsibilities:

(1) Plans, directs and coordinates the activities of a centralized ADP installation to provide automatic storage manipulation and retrieval of scientific, intelligence and management data.

(2) Monitors Agency ADP operations to further inter-system coordination, compatibility and integration.

(3) Provides technical guidance and assistance for the establishment and operation to ADP centers.

(4) Keeps abreast of trends and development in the ADP field. Instigates and monitors research programs and projects.

(5) Controls Agency liaison with external sources of assistance in the data processing field.

(6) Develops training programs for Agency ADP needs.

(7) Monitors ADP equipment utilization throughout the Agency.

(8) Represents the Agency in inter-agency endeavors in ADP.

c. Candidates for this position must be proven program managers with:

(1) Knowledge of Automatic Data Processing technology including trends and developments in digital computer systems analysis, language processing systems, computer programming and operations, and hardware configurations.

(2) Knowledge of Agency management concepts, responsibilities and functions and their application to ADP.

(3) Knowledge of operations research theory, principles and techniques in relation to ADP.

(4) Ability to administer a centralized ADP installation and to provide Agency-wide leadership and staff assistance in the development and coordination of ADP activities.

2. Director of Finance

a. It is anticipated that this position could become vacant in June 1981.

b. The Director of Finance is responsible for administering the financial operations of the Agency. In accomplishing this mission he is specifically responsible for:

(1) Program responsibility for financial support programs required by all Agency components.

(2) Development and installation of accounting and reporting systems for domestic and overseas facilities.

(3) Development and recommendation of Agency financial and fiscal policies and programs.

(4) Staff control over finance employees in operating components.

(5) Approval or control over disbursement of all vouchered and confidential funds.

(6) Establishment and maintenance of central accounting control records for all Agency funds.

(7) Planning, direction and coordination of all fiscal, financial and accounting operations of the Agency.

(8) Serving as technical advisor on all phases of fiscal and financial programs of the Agency.

c. Candidates for this position must be strong managers. Also they should possess:

(1) Knowledge of current principles, procedures, and practices of governmental budget and financial administration.

(2) Knowledge of all Agency policies, plans and programs and projects in relation to financial management.

(3) Knowledge of legislative requirements and Executive Orders which have direct effect upon the disbursement of Agency funds.

(4) Ability to develop and implement plans, systems, methods and procedures required to insure fiscal, accounting and financial control over Agency funds.

(5) Knowledge of accounting and financial requirements of governmental and commercial enterprises under Agency sponsorship.

3. Director of Personnel

a. It is anticipated that this position could become vacant in June 1980.

b. The Director of Personnel is responsible for the formulation, development and administration of an Agency-wide civilian and military personnel program. He determines policies and establishes internal procedures for the improvement of the personnel program. In carrying out his mission the Director of Personnel provides the following personnel services:

- (1) Salary and wage administration.
- (2) Preparation of personal service contracts and establishment of special monetary allowances and differentials for overseas areas.
- (3) Personnel recruitment, placement and retiree placement.
- (4) Personnel relations activities including counseling and employee services.
- (5) Operation of a central processing service for employees departing for and returning from overseas.
- (6) Maintaining and recording all personnel transactions.
- (7) Preparation of comprehensive personnel statistical reports.
- (8) Administration of commercial life and medical insurance programs.

In addition the Director of Personnel provides staff assistance to Agency officials in the administration of the Agency Career Service programs.

c. Candidates for this position must be attuned to the personnel needs of the Agency. They should be capable administrators with:

- (1) Knowledge of legislation, regulations, procedures, policies and practices pertaining to civilian and military personnel administration and programs.

(2) Ability to formulate and determine policies, regulations, procedures and standards relative to the personnel programs of the Agency.

(3) Knowledge of Federal and industrial personnel practices, policies and programs and their applicability to Agency programs.

4. Director of Training

a. It is anticipated that this position could become vacant in June 1980.

b. The Director of Training is responsible for:

(1) Formulation of Agency training policy regarding the development and promulgation of Agency training programs, doctrines, methods, standards and procedures.

(2) Development of Agency policies and plans governing the training of Agency personnel in external facilities.

(3) Control in collaboration with directors and staff chiefs of covert training programs in the U.S. and overseas.

(4) Rendering staff assistance to and representing the DCI on training policy and programs involving interdepartmental coordination.

c. Candidates for this position must be adept at recognizing changing Agency training requirements and developing new approaches to meet those requirements. They must be particularly strong resource managers with:

(1) Knowledge of Agency programs, with respect to training levied on the Office of Training.

(2) Knowledge of executive planning, including policy and program formulation for major Agency programs.

(3) Knowledge of professional teaching principles, methods and techniques.

(4) Ability to plan, organize and administer a variety of training programs to meet the Agency needs.

/s/ John F. Blake

John F. Blake

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STATINTL O/CMO/DDA [REDACTED] pao (16 May 77)

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PERS 77-1208



18 APR 1977

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Information on Key Assignments

1. At the 29 March EAG meeting to discuss Level A Key Assignments, there were fifty positions involved against which 164 individuals had been nominated.

2. It was agreed at the meeting that all senior NIO positions should be deleted from the list. It was also agreed that additional information was needed to carry out a review of Level A positions and candidates in an orderly manner.

3. I ask, therefore, that by 30 May you:

a. Indicate when you anticipate those Key positions under your jurisdiction will become vacant. A list of your positions is attached.

b. Set out the essential elements in each of your Key positions, i.e., the principal ingredients of the job and the basic responsibilities of any incumbent.

c. List the essential qualifications that all candidates for your Key positions should have -- substantive knowledge, breadth of experience, managerial abilities, and the like.

4. The information you supply me will be forwarded to the other EAG members; theirs will be sent to you. Each member will then be asked to review his original candidates for positions outside his jurisdiction and determine whether they should be reaffirmed or dropped and/or new candidates added. We will also ask that developmental plans for those candidates qualifying in 1-3 years be reviewed in light of the additional information you have all supplied, and revised as necessary.

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5. Following this, I will redo the list of candidates and present an updated package to all EAG members. It will include the names of any GS-15's and above that I believe should be added, as requested by the Deputy Director of Central Intelligence. The updated package will be used as the basis for the next EAG discussion on candidates for Level A Key Assignment positions.

[REDACTED]

J. W. M. Jamney

STATINTL

Attachment

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ADMINISTRATION DIRECTORATE

Director, Office of Data Processing

Director of Finance

Director of Personnel

Director of Training

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